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Policy Name

4.4400 Donations

Purpose and Scope

This policy defines the Dr. Frank A. Franco Library Learning Center donation policy for Alvernia University (“AU”).

Responsibilities

Title or Role	Definition and What They are Responsible For
Library Director	Receives exceptions to this policy.
Chief Academic Officer and Provost	Maintains and enforces this policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

The library will accept donations from Alvernia University faculty of materials that support the curriculum in the subject area in which the faculty member teaches. The library does not accept gifts of materials for addition to the collection from students, staff, or the community.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Dr. Frank A. Franco Library Learning Center policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
5/9/2024	SLT Approved
3/2/2026	Revised to redefine accepted donations
3/12/2026	SLT Approved